

ARTICLE 12532

FEDERAL WAGE SYSTEM

CONTENTS

SUBARTICLE 2. WITHIN-GRADE SALARY INCREASES

- 2-1 Policy
- 2-2 Waiting Periods
- 2-3 Administration of Program
- 2-4 Procedures

## SUBARTICLE 2. WITHIN-GRADE SALARY INCREASES

2-1. Policy. Any employee covered by the FWS in activities serviced by HRO will be automatically advanced to the next higher rate of their grade at the beginning of the first applicable pay period following completion of the required waiting period, provided their performance in the position occupied is satisfactory and they have not received an equivalent increase in pay during the waiting period.

2-2. Waiting Periods. An employee employed in a full-time position and occupying a position within the scope of the FWS who has not reached the maximum rate for the grade in which their position is placed, shall be advanced in pay automatically to the next step under the following guidelines:

a. WG, WS, & WL PAY SCHEDULES

| CHANGE IN STEP |        | WAITING PERIOD       |
|----------------|--------|----------------------|
| FROM           | TO     |                      |
| Step 1         | Step 2 | 25 Weeks (6 Months)  |
| Step 2         | Step 3 | 78 Weeks (1 1/2 Yrs) |
| Step 3         | Step 4 | 104 Weeks (2 Years)  |
| Step 4         | Step 5 | 104 Weeks (2 Years)  |

b. For information about other than full-time employment, contact the staff of the HRO personnel servicing team. A waiting period begins when an employee receives:

(1) The first appointment, regardless of tenure, as an employee of the Federal Government or the Government of the District of Columbia;

(2) A break in service, or a non-pay status in excess of 52 calendar weeks;

(3) An equivalent increase.

c. Creditable Service. Continuous civilian employment in any branch of the Federal Government is creditable service. Service credit is provided during this employment for periods of annual, sick and other leave with pay, advanced annual or sick leave, and service under temporary appointment. For information about creditability on non-pay status, contact the staff of the HRO personnel servicing team.

2-3. Administration of Program. The HRSC will administer the within-grade increase program for serviced activities.

2-4. Procedures. The following procedures will be used to determine the employee's eligibility for a WIGI.

a. An employee must have a current performance appraisal to be granted a WIGI. If the employee has a rating of Acceptable, the WIGI will be granted automatically.

b. The supervisor shall, when the employee's work fails to meet the acceptable level of performance in a critical element of the performance standard, contact the HRO for advice as to how to proceed. Also see Article 12431.